



## Advisor Volunteer Description

**About College Connect Tempe:** College Connect Tempe (CCT) is designed to increase access to post-secondary opportunities for Tempe's youth. The mission of College Connect Tempe is to inspire and enable students and community members to pursue post-secondary opportunities by providing free access to resources, guidance and support.

**Location:** College Connect Tempe Offices  
Tempe Library Lower Level  
3500 S Rural Rd Tempe AZ 85282  
\*CCT also places volunteers on TUHSD school campuses based on volunteer availability and suitability

### **Primary Position Function:**

Provide individual advisement college and career planning sessions and outreach to youth and families, actively supporting the mission and vision of College Connect Tempe. CCT is currently offering in-person and virtual options.

### **Major Responsibilities and Duties:**

- Serve youth through College Connect 1:1 advisement sessions and small group workshops in order to provide them the information and support necessary to enter and succeed in postsecondary education and career paths.
- Encourage youth participation in the College Connect Tempe program by providing information to youth and the public; interact with local school staff and College Connect partners; provide program outreach material and other promotional information; interact with schools and community organizations in recruitment of youth.
- Serve as a point of contact for youth in scheduling attendance for workshops and 1:1 advisement appointments and address questions from youth about College Connect services.
- Support the planning and implementation of College Connect virtual/in-person workshops in collaboration with College Connect staff and partners.
- Maintain educational materials in the College Connect Tempe office to ensure youth receive timely and accurate information.
- Maintain documentation of all youth contacts in the College Connect database and ensure quality assurance of data gathered and entered.
- Participate in youth engaging activities to support relationship building

### **Volunteer Benefits:**

- Professional Development
- Eligible to receive an AZ DPS Fingerprint Clearance Card
- Support youth in their attainment of post-secondary education
- Make an impact in your community and contribute to [Achieve65 Tempe!](#)

### **Qualifications:**

#### ***Required:***

- Must possess or obtain within 6 weeks an AZ DPS Fingerprint Clearance Card.

#### ***Preferred:***

- Experience working with youth and families.
- Experience in working within college access programming.
- Experience in mentoring youth.
- Experience in program outreach.